



MISSOURI DEPARTMENT OF REVENUE  
CUSTOMER ASSISTANCE BUREAU

**APPLICATION FOR MISSOURI SCHOOL BUS OPERATOR'S PERMIT**

FORM

**4445**

(REV 3-03)

**INSTRUCTIONS**

This form must be completed and submitted with: **1.)** The medical form completed by a medical examiner. **2.)** A copy of the Driver Examination Record (DOR-100). **3.)** \$3 money order, cashier's check, personal check or cash. Send these items to the Customer Assistance Bureau, PO Box 200, Jefferson City, MO 65105-0200.

**SECTION I. APPLICANT (Type or print legibly with pen)**

NAME (LAST, FIRST, MIDDLE INITIAL)		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP CODE
DRIVER LICENSE NUMBER		SOCIAL SECURITY NUMBER	

**SECTION II. DRIVING/CRIMINAL HISTORY**

Is your driver license currently suspended or revoked in this or any other state? ☐ YES ☐ NO

**Have you ever pled guilty to or been found guilty, in Missouri or any other state of:**

Murder, manslaughter, assault, kidnapping, felonious restraint, harassment, stalking interference with custody or any crime similar to these? ☐ YES ☐ NO

Rape, sexual assault/abuse, sodomy, sexual misconduct, indecent exposure or any other crime similar to these? ☐ YES ☐ NO

Prostitution, patronizing or promoting prostitution or any crime similar to these? ☐ YES ☐ NO

Bigamy, incest, criminal nonsupport, child abuse or molestation, endangering a child's welfare, unlawful child transactions, child trafficking, promoting or using a child in sexual performance or any crime similar to these? ☐ YES ☐ NO

Pornography, child pornography, furnishing pornographic material to minors, public display of explicit sexual material or any crime similar to these? ☐ YES ☐ NO

Parental kidnapping or child abandonment? ☐ YES ☐ NO

Armed criminal action, possession, manufacture, transport, repair or sale of illegal weapons, unlawful use of a weapon, defacing a firearm, possession of a defaced firearm, unlawful transfer of weapons, possession of a concealable firearm, transfer of a concealable firearm or use or possession of a metal penetrating bullet during the commission of a crime? ☐ YES ☐ NO

Manufacturing, possessing, selling, using, administering, distributing or dispensing any controlled or counterfeit substance. Possessing, using or delivering drugs or paraphernalia. Planting, cultivating, growing, harvesting, manufacturing or introducing into the human body controlled or imitation substances. Promoting sales of drug paraphernalia, controlled substances or imitation substances or any crime similar to these? ☐ YES ☐ NO

**In the past ten years have you pled guilty to or been found guilty in Missouri or any other state of:**

Robbery, arson, unlawful endangerment of property, tampering, burglary, property damage, knowingly burning or exploding, causing a catastrophe or any crime similar to these? ☐ YES ☐ NO

**UNDER PENALTY OF LAW FOR MAKING A FALSE STATEMENT, I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE.**

SIGNATURE 	DATE
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**WHAT DOCUMENTS DO I NEED TO GET A MISSOURI SCHOOL BUS PERMIT?**

- Send the following items to the Customer Assistance Bureau, PO Box 200, Jefferson City, MO 65105-0200:
  - ✓ A copy of form DOR-3056 (MEDICAL EXAMINATION FORM FOR SCHOOL BUS OPERATOR'S PERMIT) completed by a medical examiner. This form is available from the Department of Revenue, and the Department of Elementary and Secondary Education.
  - ✓ **If you are not a Missouri-licensed driver, or if you have been in Missouri less than 10 years, you must provide a driving record from all states you have been licensed in, or resided in.** If you cannot obtain a 10-year driving record from another state, you must provide a letter from that state which explains why a record is not available.
  - ✓ A copy of form DOR-100 (DRIVER EXAMINATION RECORD) that shows you have passed the appropriate tests.
  - ✓ The \$3.00 fee (money order, cashier's check, personal check, or cash).

**CAN I BE DENIED FROM HAVING A MISSOURI SCHOOL BUS OPERATOR'S PERMIT?**

- You could be denied a Missouri School Bus Operator's permit if:
  - Your medical examiner states that you are not physically able to safely operate a school bus.
  - You fail the driving exam three times
  - Your Driving record shows that you are or have recently been suspended or revoked, or you have a history of moving traffic violations.
  - You have a history of any criminal violations specified in Chapter 302, RSMo.

**HOW CAN I REPLACE MY LOST MISSOURI SCHOOL BUS OPERATOR'S PERMIT?**

- Send the following items to the Customer Assistance Bureau, PO Box 200, Jefferson City, MO 65105-0200:
  - ✓ A written request (including your full name and date of birth) for a duplicate of your school bus permit.
  - ✓ The \$3.00 fee (money order, cashier's check, personal check, or cash).

**I AM OVER THE AGE OF 70. HOW DOES THIS AFFECT MY MISSOURI SCHOOL BUS OPERATOR'S PERMIT?**

- The Customer Assistance Bureau will issue a school bus operator's permit for three years, or until an individual's 71<sup>st</sup> birthday, whichever comes first. If you are over the age of 70, you must renew your school bus operator's permit annually. In order to renew the permit on an annual basis, you must successfully complete an annual driver license examination (including both written and road examinations) and a medical examination (including vision). The School Bus Driver Training Certificate (form DOR-4104) may be substituted for the written examination. Please contact your driver trainer for more information regarding form DOR-4104.

**I STILL HAVE QUESTIONS ABOUT SCHOOL BUS OPERATOR'S PERMITS. WHOM SHOULD I CONTACT?**

- You may contact either or both of the following agencies:

Missouri Department of Revenue  
Customer Assistance Bureau  
PO Box 200  
Jefferson City, MO 65105-0200  
PH: (573) 751-3680  
FX: (573) 751-0466  
E-mail: dlbmail@mail.dor.state.mo.us

Missouri Department of Elementary and Secondary Education  
PO Box 480  
Jefferson City, MO 65102-0480  
PH: (573) 526-6949  
E-mail: pubinfo@mail.dese.state.mo.us